



ACTION & MEETING MINUTES

City of Flagstaff Commission on Diversity Awareness

Wednesday, March 23rd, 2016
12:00pm – 1:00pm

City of Flagstaff Council Chambers Room
211 W. Aspen Ave., Flagstaff, AZ 86001

I. Call to Order

The regular meeting of the Commission on Diversity Awareness was held on March 23rd, 2016 at 12:00 PM. The meeting was located City of Flagstaff, 211 W. Aspen Ave, Flagstaff, AZ 86001.

The meeting was called to order at 12:09pm

II. Members Present:

Anne Hart

Khalif Durham

Robert Duke

Deborah Shepard

Members Absent:

Caroline McDonald

Marian Bitsui

Robert Knox

III. Public Participation

None

IV. Staff Participation

None

V. Date of Next Meeting

April 19th, 2016 at 12:00 PM in Council Chambers in City Hall, 211 W. Aspen, Flagstaff, AZ 86001.

VI. Action Items

A. Approval of December Meeting Minutes

Anne Hart moved to approve the December Meeting Minutes

Khalif Durham seconded the vote.

Vote was 4-0-0

B. Drafting of survey questions to the public

Khalif Durham moved to have each commission member submit survey questions to the staff liaison for review

Anne Hart seconded

Vote was 4-0-0

C. Having the commission discuss a possible new meeting time and date

Khalif Durham moved to have the staff liaison send an email to the commission members to determine best days and times to meet

Deborah Shepard seconded

Vote was 4-0-0

D. Adjourning the commission

Khalif Durham moved to adjourn the meeting

Deborah Shepard seconded

Vote was 4-0-0

VII. Reports/Discussion Items

- 1. Commission would like to have information on if they are able to meet after-hours on city property. Staff Liaison to follow up*
- 2. Commission discussed creation of an events calendar. Staff Liaison can create a draft of the calendar and present at the following commission meeting.*
- 3. Commission will be creating survey questions and sending drafts to Staff Liaison for review.*
- 4. Commission can decide how they want to disburse the surveys as well.*
- 5. Commission would like to attend various events in the community to talk about the commission's charter.*
- 6. Commission discussed having the survey available online for public to download and complete. Surveys should be turned into the staff liaison.*
- 7. Commission asked to follow up how and when they are able to communicate with City Council.*

VIII. Agenda for Next Meeting

- 1. Public Information Officer; Kimberly Ott, request to speak.*
- 2. Potential draft of the survey to be presented for review*
- 3. Draft of calendar presented for review as well.*
- 4. Discussion of information for possible meeting date & time change.*

IX. Adjournment

Khalif Durham adjourned the meeting at 1:03pm.